



Executive Officer

Position Description

The Connellan Airways Trust is a national not-for-profit organisation that supports residents of Outback Australia with financial grants & scholarships in the areas of education, health, communication and transport needs.

This exciting position based in Alice Springs offers an attractive package including five weeks' annual leave and workplace flexibility, with an office in the town center.

Salary: Between \$90,000 and \$110,000 per annum (plus super)
Reporting to: Reporting directly to the Chair, and the Connellan Airways Trust Board
Location: Alice Springs
Role: Up to full time, negotiable

Job Summary:

The Executive Officer (EO) is the sole employee of Connellan Airways Trust, responsible for all aspects of operational management. Working closely with the Chair and board members, the EO will oversee grant administration, board support and stakeholder engagement, alongside developing and executing marketing and fundraising initiatives to broaden the reach and impact of the Trust. This role requires a self-motivated, autonomous individual capable of balancing administrative and strategic responsibilities with flexibility and independence.

Key Responsibilities

1. Strategic Implementation and Oversight

- Work with the board to implement the strategic plan and initiatives

2. Grant & Scholarship Management

- Oversee end-to-end grant processes, from application through to acquittal, including evaluation and reporting within a grant management system.

3. Board Support and Secretariat Duties

- Coordinate quarterly board meetings, preparing agendas, board papers, minutes, and maintaining board governance records in Board Management Software.

4. Marketing and Fundraising

- Implement a social media and marketing strategy, enhancing the Trust's visibility.
- Implement fundraising strategies, including community outreach, bequests, and partnership development.

5. Financial Management

- Prepare budgets, financial reports, and ensure compliance with ATO and ACNC lodgement requirements.

6. Stakeholder Engagement

- Develop and nurture productive relationships with key stakeholders, including grant recipients, community organisations, government agencies and donors.
- Represent the Trust in external forums, events, and meetings, serving as a primary point of contact and ambassador for the organisation.
- Proactively seek and manage partnerships that align with the Trust's objectives, fostering collaboration and increased support for initiatives.

Qualifications and Experience

- Essential: Relevant qualifications and/or experience in Business Administration, Marketing, Fundraising, or Public Relations.
- Demonstrated experience in governance, grant management and financial administration, particularly in the not-for-profit sector.
- Proficient in systems, i.e. Xero, CRMs, and board portal software.
- Experience in cultivating donor relationships and developing long-term fundraising partnerships
- Excellent communications skills both verbal and written

Mandatory requirements:

- National Police Check & Working with Children clearance